



Commonwealth of Massachusetts
Massachusetts Department of Environmental Protection
One Winter Street; Boston, MA 02108

2008 Small System Security Award

What is it?

The 2008 Drinking Water Week awards program will include an award entitled the Small System Security Award. This is a voluntary effort designed to accomplish two goals: first, to acknowledge small systems that have been proactive in enhancing the security of their system, and second, to help and encourage all small systems to consider security within their existing structure.

Who is eligible for this award?

Small community (COM) and non-transient non-community (NTNC) public water systems (serving a population of <3,301) that undertake activities to enhance their abilities to prepare for and respond to significant incidents. These incidents may include acts of vandalism, natural disaster, or terrorism. To be eligible for this award an application must be filled out and submitted to MassDEP. A copy of the application is attached to this form or is available at the MassDEP website at <http://www.mass.gov/dep/water/drinking/awards.htm>.

How do you get nominated?

Anyone can nominate a PWS for this award. All it takes is completing the application. There will be a panel of judges from several organizations that comprise the "Massachusetts Drinking Water Security Force" who will determine the final winner. The winning PWS will be given an award at the Drinking Water Week Celebration.

When are applications due?

All applications must be postmarked on or before **March 1, 2008**. Mail to MassDEP, Drinking Water Program; 1 Winter Street, 5th floor; Boston, MA 02108. Attention: Small System Security Award.

How will you be notified of the winning entry?

MassDEP will contact winners by telephone and email. Winners will also be invited to attend the Drinking Water Day events in May for the presentation of the award.



MassDEP

Security Award Application / Nomination Form

| Applicant | | |
|--|----------------------------|-------|
| Name: | Phone: | Date: |
| Address: | | |
| | | |
| Email: | Other contact information: | |
| Describe applicant's relationship to PWS: | | |
| | | |
| | | |
| Signature: (I certify that the information contained herein is true, accurate, and complete to the best of my knowledge and belief). | | |
| | | |

| Which public water system (Small COM or NTNC) are you nominating? (If you are nominating more than one public water system please complete separate nomination forms.) | | | |
|---|--------------------|--------------------------------------|-----------|
| Name of public water system: | Population served: | COM system <input type="checkbox"/> | PWS ID #: |
| | | NTNC system <input type="checkbox"/> | |
| Address: | | | |
| | | | |
| Contact person name: | Phone: | Email: | |
| Give a brief explanation as to why this PWS is deserving of this award: | | | |
| | | | |
| | | | |
| | | | |
| | | | |



MassDEP Security Award Application / Nomination Form

| Small Pubic Water System Security Award Questions | | Yes | No | N/A | MassDEP USE |
|---|--|-----|----|-----|----------------|
| 1 | Does the PWS have an updated written emergency response plan (ERP) or have a policies and procedures manual that includes security related information? (If yes, attach cover page and excerpt from plan.) | | | | |
| | Does the PWS drill or practice the steps in its ERP? (If yes, attach documentation.) | | | | |
| | Does the PWS review and update its ERP or VA (vulnerability assessment) every year? | | | | |
| 2 | Has the PWS conducted a VA? (If yes, attach just the cover page.) | | | | |
| 3 | Are the PWS facilities fenced, including well houses and pump pits? (If yes, attach pictures.) | | | | |
| 4 | Are doors, windows, gates, vents, tank and roof hatches, and other points of entry locked? (If yes, attach pictures or other documentation.) | | | | |
| | Does the PWS have a checklist to track all of these activities? (If yes, attach copy.) | | | | |
| 5 | Does the PWS regularly patrol and inspect its source intake, buildings, storage tanks, equipment, fire hydrants, and other critical components? (If yes, attach copies or examples of patrol and inspection logs.) | | | | |
| 6 | Did or does the PWS staff participate in any security related training? (If yes, attach documentation.) | | | | |
| 7 | Does the PWS have a procedure in place to handle new or terminated employees (e.g., background checks, collecting keys, changing computer locks and passwords)? (If yes, attach documentation.) | | | | |
| 8 | Does PWS have more than one way to alert customers about emergencies? (If yes, attach documentation.) | | | | |
| 9 | Does PWS have a list of critical customers (kidney patients, immune deficient, hospitals, day care, schools, etc.) and a plan in place to notify them? (If yes, attach documentation.) | | | | |
| 10 | Does PWS know whom to contact in the event of an emergency? (If yes, attach documentation.) | | | | |
| | Do the police know whom to call at the system in case of emergency? (If yes, attach documentation.) | | | | |
| 11 | Does PWS review its rates annually, and are they adequate to cover the costs of security improvements? (If yes, attach documentation.) | | | | |
| 12 | Does PWS have a contingency budget to handle overtime costs in the event of an emergency? (If yes, attach documentation.) | | | | |
| | Is the PWS budget sufficient to hire enough staff to effectively handle emergencies? (If yes, attach documentation.) | | | | |
| 13 | Does PWS communicate regularly with state and local officials (including law enforcement, local emergency response agencies?) on security matters? (If yes, attach documentation.) | | | | |

By March 1, 2008 return form to:
MassDEP, Drinking Water Program; 1 Winter Street 5th floor; Boston, MA. 02108
Attention Security Award Program



MassDEP Security Award Application / Nomination Form

| Small Pubic Water System Security Award Questions Continued | | Yes | No | N/A | MassDEP Use |
|---|---|-----|----|-----|-------------|
| 14 | Does PWS track chemical usage? (If yes, attach documentation.) | | | | |
| | Does PWS inspect chemical deliveries? (If yes, attach documentation.) | | | | |
| 15 | Do you have mutual aid agreements, or memorandums of understanding for alternative water supplies, equipment, or staff? (If yes, attach documentation.) | | | | |
| | If PWS agrees to respond to another system's crisis, does PWS have a plan in place to deploy and use volunteers in a safe, effective manner? (If yes, attach documentation.) | | | | |
| 16 | Do you have a media point of contact and a public information officer to relay information to the media? (If yes, attach documentation.) | | | | |
| 17 | In the event of an emergency or natural disaster, does PWS have a plan in place to provide food and shelter for employees and their families? (If yes, attach documentation.) | | | | |
| 18 | Has PWS set up a community "Water Watchers" program similar to a Neighborhood Watch effort? (If yes, attach documentation.) | | | | |

For Agency Use

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